

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER JOB NO.							
<p><i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i></p>				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.							
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN) <table border="1"> <tr> <td rowspan="2">TO: Chief, Records Center.</td> <td>FROM: (Office)</td> <td colspan="2">DIVISION</td> </tr> <tr> <td>BRANCH</td> <td colspan="2">SECTION</td> </tr> </table>					TO: Chief, Records Center.	FROM: (Office)	DIVISION		BRANCH	SECTION	
TO: Chief, Records Center.	FROM: (Office)	DIVISION									
	BRANCH	SECTION									
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW											
DESCRIPTION OF FILE SERIES (<i>Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.</i>) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (<i>Check appropriate box below.</i>)											
<input type="checkbox"/> SHELF LIST ATTACHED		<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER									
CLASSIFICATION OF RECORDS		FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) _____ <input type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS _____									
APPROXIMATE REFERENCE ACTIVITY PER MONTH											
LOCATION OF RECORDS											
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN							
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)											
TYPE OF MATERIAL <input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD RESTRICTIONS ON USE OF RECORDS (<i>If no restrictions write "None"</i>)											
DISPOSITION AUTHORIZATION											
CITE SCHEDULE OR AUTHORITY											
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER							

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PART III (TO BE COMPLETED BY THE RECORDS CENTER)
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REFERENCE ACTIVITY

STORAGE LOCATION

JOB NO.	AREA	ROW	SPACE

FOLD
HERE

FOLD
HERE

DISPOSAL ACTIVITY

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
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AUTHORITY FOR DISPOSAL

SCHEDULE NO. (or List)			PAGE	ITEM

REMARKS

RECEIPT PROCESSING				
CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY

RECORDS SHELF LIST				JOB NO.
<i>NOTE: Prepare in duplicate and submit original to Records Center</i>				TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION	
CONTAINER NO.	DESCRIPTION AND DATES			

PAPER PATENTED BY NCR CO.
FORM NO. 490
1 AUG 56

**USE PREVIOUS
EDITION**

RECORDS CENTER
ved For Release 2005
SERVICE REQUEST

(38)
GD-37362

MCGREGOR & WERNER, INC., WASHINGTON 9, D. C.

NO CARBONS REQUIRED

A-RDP70-0021 **TRO007002400070** and retain triplicate
for suspense. 2. Send rest of set to Records Center. 3. Upon return of
duplicate destroy suspense. (Destroy Duplicate When No Longer Needed).

***EXPLANATION OF CODE USED TO INDICATE UNAVAILABILITY OF RECORD:** 1. Not available from Records Center.
2. Cannot reproduce legible copy. 3. Out of stock - awaiting rerun. 4. Supply exhausted. 5. Not available in this job.

REMARKS

RECEIVED BY
M T INITIALS SPACE LOCATION SERVICED BY DATE SENT COURIER REC'D. NO. NUMBER SENT PENDING NOTIFIED POSTED
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BOX NO. OF BOXES	JOB NO. DIVISION	BOX NO. OF BOXES	DIVISION
OFFICE	Approved For Release 2005/11/21 : CIA-RDP70-00211R000700240007-0		
BRANCH	SECTION	BRANCH	SECTION

FILE SERIES

FILE SERIES

STARTS	STARTS
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ENDS	ENDS
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EXCEPTIONS	EXCEPTIONS
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 RECORDS STORAGE BOX LABEL RECORDS STORAGE BOX LABEL

THIS FILE HAS BEEN
CHARGED TO YOU

IF FILE IS TRANSFERRED CALL EXT.

3801

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PLEASE RETURN WITHIN ONE WEEK TO: